Chigwell PARISH COUNCIL

MINUTES
FINANCE & GOVERNANCE COMMITTEE

Date: Thursday 11 May 2023

Time: 6.30pm

Place of meeting: Chigwell Council Parish Offices, Chigwell, IG7 6QZ

Councillors present: Jefcoate (Chair), Raza, Costa

Public: One

#for part of the meeting

Proper Officer: Olga Linkeviciene

Members of the Public and Councillors were asked to note that in accordance with Standing Orders 3 (i) and the Local Government Transparency Code 2015, photographing, recording, broadcasting, transmitting or otherwise reporting the proceeding of the meeting will take place.

17/23 APOLOGIES FOR ABSENCE

Apologies were received and **ACCEPTED** from Cllrs Rizvi and Chahal-Holden

18/23 DECLARATIONS OF INTEREST

None

19/23 MINUTES

The minutes of the previous meeting held 7 March 2023 were approved

20/23 PUBLIC PARTICIPATION

A member of the public asked if the Fire Brigade could carry out an assessment of the hazardous/flammable materials transport and storage and was thanked for suggestion A member of the public asked what the Council's long term policy was on Victory Hall and was advised it would be a matter for Full Council this year

6/6/23

21/23 FINANCIAL TRANSACTIONS

- To receive report of bank payments for approval for March and April 2023 – **APPROVED** by Cllr Cost and Cllr Raza
  Comments: The ongoing lease of the lawnmower was noted and that staff are looking to amend or change five year lease contract signed in 2020 as lawnmower that collects clippings is needed.
- To receive report detailing the salary, superannuation and tax payments for approval for May 2023 - **APPROVED** by Cllr Jefcoate with Cllr Chahal Holden to countersign
- To receive a summary report for the months of March and April of income and expenditure - **NOTED**

22/23 AUDITOR REPORT

Reports from Audit Solutions and Heelis and Lodge were compared. It was **AGREED** a more comprehensive audit including transparency audit was preferred. The previous procurement process for the current auditor was considered not to be adequate and it was **AGREED** a new auditor would be appointed for the year 23/24.
Action: Staff to seek costings for three internal audits per annum to include legislative compliance.

23/23 FINANCIAL REVIEW

The income and expenditure and to consider the comparison to budget for all committees for 2022/23 was **NOTED**
The bank reconciliations for Unity Bank for May 2023 were **AGREED**
An update on the end of year position, the accounts and AGAR of 2022/23 was received
It was noted by staff that there as a 39% overall over spend in general expenditure for 2022/23. It was noted the increased street lighting for 2022/23 was a significant contributor.
Action: Staff to prepare detailed breakdown of all over/underspend for the next meeting as part of the AGAR

24/23 RISK REGISTER

The revised risk Register content was **AGREED**
Action: The final document on Sharepoint will be reformatted to a more accessible format prior to publication

25/23 INTERNAL AUDITOR'S REPORT
Duplication

26/23 CODE OF CONDUCT

Action: staff to write to remind all Councillors to check and update DoI and provide to staff

27/23 EMPLOYMENT OF LOCUM CLERK/RFO AND/OR INTERIM STAFF

It was **AGREED** the budget of £5,000 was sufficient should a locum need to be engaged

28/23 EMPLOYMENT OF PERMANENT CLERK/RFO

It was **AGREED** the recruitment costs would come out of the personnel professional fees budget up to a value of £10,000

29/23 COUNCILLOR TRAINING

Action: Cllr Costa to check with staff/EFDC for links to any new Councillor training and circulate

30/23 BANKING

Staff provided HSBC, Unity forms for signing to update user details. **Action:** Staff to update at next meeting

30/23 OFFICE MOBILE/LAPTOP

Cllr Jefcoate updated that the office laptop is now accessible. **Action:** Personnel to ensure office mobile is returned to site.

31/23 MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

- Valuation of the assets and buses.

Action: Staff/Cllr Jefcoate to locate invoice from Stanford Coach Works for next meeting

- Consideration of new pension provider

- BT duplication of accounts

- Management Control - to include:
  - Playground risk assessment progress
  - Performing Rights License **Action**: staff to confirm what premises referred to
  - Insurance position/Risk Assessment for hazardous/flammable transport and storage - **Action:** Staff to ask Fire Brigade for a risk assessment visit

- Internal Control Q3 and Q4 - **Action:** to be completed

- Community Hall - Terms and Conditions of booking. **Action:** Cllr Costa to review draft ahead of next meeting

- Victory Hall/ Community Hall - booking costs 2023/24. **Action:** booking form to comply with GDPR and any copies of ID held will be destroyed once deposit is returned

32/23 DATE OF THE NEXT MEETING

It was **AGREED** the next meeting would be Tuesday 6 June 2023 at 6.30pm

6/6/23

33/23 EXCLUSION OF THE PUBLIC AND THE PRESS

It was **AGREED** that the public and the press be excluded from the meeting, as the Council believed that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed."

34/23 OPERATIONAL AND STAFF MATTERS

To consider the following matters and agree an appropriate course of action

a. Contract arrangements
The lack of readily available records in the office relating to various matters was **NOTED**
It was confirmed that at the advice of staff the Council had reverted to the previous web provider and an interim website had been set up. **Action:** Staff to send Cllr Costa the link to previous website content provided by the previous provider.

b. Correspondence received
It was **NOTED** correspondence had been received centrally but not circulated to Council by staff. The matter would be brought to the next F&G meeting

The meeting closed at 7.27pm

6/6/23

Chigwell Parish Council *LISTING OF PAYMENTS DUE IN MAY 2023 FOR BANK AUTHORISATION* *FR 5.5.a.* **APPENDIX 3 (March-April)**

Approved by:
Date: 11/5/23

Approved by:
Date: 11/5/23

Invoice /PO date	Invoice/PO No:	Status	Due Date	Amount due	Supplier Name	Discription		Cost Center	Cost Code
03/05/23	V0360	OverDue	**ASAP**	**£250.00**	VO360	Booking cancelled- Booking Fee refunded	V0360		
27/03/23	v0361	OverDue	**ASAP**	**£250.00**	V0361	Booking cancelled- Booking Fee refunded	V0361		
02/05/23	V0370	OverDue	**ASAP**	**£250.00**	V0370	Refundable Key and damage deposit	V0370		
02/05/23	V0335	OverDue	**ASAP**	**£250.00**	V0335	Refundable Key and damage deposit	V0335		
22/04/23	V0334	OverDue	**ASAP**	**£125.00**	V0334	Refundable key deposit	V0334		
11/05/23	V0347	Outstanding	**ASAP**	**£120.00**	V0347	Booking cancelled- Booking Fee refunded	V0347		
03/05/23	**PO795**		**ASAP**	**£480.00**	**VISION ICT**	**EMERGENCY WEBSITE Regeneration**		E	27
27/04/23	M0001366026	OverDue	**ASAP**	**£330.98**	Epping Forest DC	Waste Collection-Chigwell Cemetery - annual charge	FR 5.5.a.	T	104
25/03/23	M0001363670	OverDue	**ASAP**	**£750.00**	Epping Forest DC	Rent for a piece of Land at Chigwell Village Green - Quarterly	FR 5.5.a.	R	101
01/04/23	INV007-Apr23	OverDue	**ASAP**	**£1,800.00**	Youth Unity CIC	Play in the park sessions	FC33/23(20/03/23)	ZB	187
26/04/23	INV208737	Outstanding	**26/05/23**	**£1,185.60**	FUTURFORM Ltd	TWO Benches-The Kings Coronation - 2023/24 ASSETS REGISTER	CAC 45.23 (28/03/23)	Assets	Register

04/05/23	inv1	Outstanding	**11/05/23**	**£550.00**	CLINIKIL ADVANCED LTD	Treatment for mice for Victory Hall;Community Club;Offices	CAC		
22/04/23	INV M021 OH	OverDue	**03/05/23**	**£149.24**	BT	Cloud voice mnth by contract	FR 5.5.a.	D	21
27/04/23	INV5270	OverDue	**ASAP**	**£270.00**	Open24/7 LOCKSMITHS	Emergency order for locks replacement for Vhall	CAC 89.23 (11/5/23)	L	65
04/05/23	INV210993	Outstanding	**29/05/23**	**£438.00**	SHARP Brothers SKIP	VH Skip-collected rubbish around Hall/Club	CAC 89.23 (11/5/23)	L	69
04/05/23	INV SLG-481	Outstanding	**11/05/23**	**£630.00**	SLG Systems Ltd	Emergency Order to replaced lighting circuit for Chigwell Cemetery	CAC 89.23 (11/5/23)	R	97
06/04/23	INV3163	OverDue	**06/05/23**	**£603.38**	COPY Clik Copiers	Main Office-copy machine Quarterly rental	FR 5.5.a.	D	20
20/03/23	INV032	OverDue	**03/04/23**	**£60.00**	The Website Hoster	Out of hours work for website changes adding Personnel Committee agenda to website Cllr R C H 20/3/23	FR 5.5.a.	E	27
11/04/23	INV E229199	Outstanding	**11/05/23**	**£285.48**	RWR (Commercial) Ltd	Cem 3x1100ltr Bins Emptied weekly	FR 5.5.a.	T	104
11/04/23	INV E229200	Outstanding	**11/05/23**	**£179.90**	RWR (Commercial) Ltd	VN/Cclub 2x1100Ltr Bins Emptied Monthly	FR 5.5.a.	L	69
17/04/23	INV352680	Outstanding	**17/05/23**	**£24.89**	The Old Forge AM Garden Machinery	Chigwell Open Space-tools for work	Cemetery Manager	V.B.	122
19/04/23	INV352788	Outstanding	**19/05/23**	**£83.49**	The Old Forge AM Garden Machinery	Chigwell Open Space-tools for work	Cemetery Manager	V.B.	122
11/05/23	Payroll Report-PO820	Outstanding	**11/05/23**	**£10,252.87**	Chigwell Parish Council staff	Salary May 2023	FR 5.5.a.	X	5#62 #88
27/04/23	Claim Form 787	Outstanding	**11/05/23**	**£16.00**	Chigwell Parish Council staff	Apr-23	FR 5.5.a.	J	48
20/04/23	INV 9854980	Outstanding	**20/05/23**	**£1,161.07**	CHUBB	Annual contract agreement for 2023/24 maintmenance AND REPLACEMENT fire extinguisher for Main office/VH/CClub	FR 5.5.a.	L C	63 16

06/04/23	INV2308117	OverDue	**ASAP**	**£143.48**	VIKING RAJA GROUP/Office Deport International UK Ltd	Domestic items for VH/Club		L	179
27/04/23	INV2395575	Outstanding	**27/05/23**	**£36.42**	VIKING RAJA GROUP/Office Deport International UK Ltd	Print Paper A4 for main Office	Cemetery Manager S D	D	18
31/03/23	INV38963	OverDue	**11/05/23**	**£685.98**	Teleshore UK Ltd	Chigwell Cemetery-Inspections&annual maintenance of Equipment	FR 5.5.a.	Y	125
06/04/23	Payroll Report	Outstanding	**15/05/23**	**£4,903.13**	Essex Pension Fund	Superannuation Payments April-2023	FR 5.5.a.		
06/04/23	Payroll Report	Outstanding	**15/05/23**	**£5,223.98**	HMRC	PAYE/NIC April 2023	FR 5.5.a.		
31/03/23	INV 29513319	OverDue	**04/05/23**	**£828.24**	ADECCO UK LTD	Temp fee; week end 31/3/23	FR 5.5.a.	X	120
11/04/23	INV 29517974	Outstanding	**11/05/23**	**£669.90**	ADECCO UK LTD	Temp fee; week end 07/4/23	FR 5.5.a.	X	120
28/04/23	INV1370371071	Outstanding	**31/05/23**	**£39.98**	TRADE UK / SCREWFIX DIRECT Lt	Cemetery-essential supplies	Cemetery Manager S D	VB	122
29/04/23	INV 1370543077	Outstanding	**31/05/23**	**£36.25**	TRADE UK / SCREWFIX DIRECT Lt	Cemetery-essential supplies	Cemetery Manager S D	VB	122
14/04/23	INV 1365645770	Outstanding	**31/05/23**	**£125.77**	TRADE UK / SCREWFIX DIRECT Lt	Cemetery-essential supplies	Cemetery Manager S D	VB	122
30/04/23	Claim Form	Outstanding	**28/04/23**	**£229.70**	LM Reimbursment 1	Warm Places TO Social Spaces project PO798#797#796			
09/05/23	QUOTE 09/05/23	Outstanding	**31/05/23**	**£168.00**	City Copy Centre	Cost for 4 x 100 400gsm business cards in colour including artwork £140 plus VAT (2Cllrs+2CPC staff)	CAC		
09/05/23	QUOTE 09/05/23	Outstanding	**31/05/23**	**£100.00**	Recognition Express Essex	6 Badges x 1 per person (3Cllrs+3CPC staff) will be £7.28 each plus the postage	CAC		
26/04/23	PO781	Outstanding	**DIRDEBIT**	**£30.00**	MHR International UK Limited	April 2023 Pension Reporting	FR 5.5.a.	F	34
05/04/23	PO737	Outstanding	**DIRDEBIT**	**£84.00**	MHR International UK Limited	March 2023 Payroll service	FR 5.5.a.	F	34
17/04/23	PO749	Outstanding	**DIRDEBIT**	**£145.50**	O2	April mob phone bill	FR 5.5.a.	D	22
10/05/23	Regular Payment	Outstanding	**DIRDEBIT**	**£541.00**	EPPING FOREST DISTRICT Council	Non domestic rate- Cclub/Vhall monthly	FR 5.5.a.	L	67

10/05/23	Regular Payment	Outstanding	**DIRDEBIT**	**£175.00**	EPPING FOREST DISTRICT Council	Non domestic rate- Main Office monthly	FR 5.5.a.	C	11
10/05/23	Regular Payment	Outstanding	**DIRDEBIT**	**£884.00**	EPPING FOREST DISTRICT Council	Non domestic rate- Cemetery and premises monthly	FR 5.5.a.	R	101
20/04/23	INV M067 8E	04/05/2023	**DIRDEBIT**	**£223.92**	BT	Phone/Broadband	FR 5.5.a.	D	21
04/05/23	AGREEMENT	04/05/2023	**DIRDEBIT**	**£5,256.00**	NOVUNA	Lease agreement - Chigwell Cemetery Equipment	FR 5.5.a.		
31/03/23	PO788	Outstanding	**DIRDEBIT**	**£2,195.37**	SSE Southern Electric	Chigwell Cemetery-Energy charge Jan-March 2023	FR 5.5.a.	Y	125
18/04/23	PO801	Outstanding	**DIRDEBIT**	**£168.25**	BGAS	VH/Cclub Elect-9693-189kWh*49.292p-April 23,monthly	FR 5.5.a.	L	190
04/05/23	PO802	Outstanding	**DIRDEBIT**	**£23.83**	BGAS	VH/Cclub Elect-9621-standing charge April 23,monthly	FR 5.5.a.	L	190
		TOTAL DUE IN MAY		**£43,413.60**					

Chigwell Parish Council *LISTING OF PAYMENTS PAID IN APRIL 2023 FOR BANK AUTHORISATION FR 5.5.a.*

APPENDIX 3(March-April)

Approved by:
Date: 11/5/23

Approved by:
Date:

Invoice /PO date	Invoice/PO No:	Status	Due Date	Amount paid	Supplier Name	Discription	Cost Center	Cost Code
22/03/23	INV M020 KW	OverDue	**02/04/23**	**£130.55**	BT	Cloud voice mnth by contract	D	21
31/03/23	Claim refund form	OverDue	**31/03/23**	**£20.00**	T Cribb&Sons	Burial fee - overpayment	Y	121
07/03/23	INV29491243	OverDue	**06/04/23**	**£481.12**	ADECCO UK Ltd	Temp Staff fee;week end 03/03/23	X	120
07/03/23	INV29491242	OverDue	**06/04/23**	**£633.36**	ADECCO UK Ltd	Temp Staff fee;week end 24/2/23	X	120
18/03/23	INV031	OverDue	**01/04/23**	**£60.00**	The Website Hoster	Out of hours agenda added to Planning Committee 18/3/23 - Cllr N A	E	27
08/03/23	INV-4009	OverDue	**08/04/23**	**£173.70**	Fibrous Funeral Supplies	Cemetery-ordered Bronze plaque	V	144
20/02/23	Copy Invoice M0001360790	OverDue	**20/03/23**	**£11,304.29**	Epping Forest District Council	Night Lighting Agreement Q3 (Oct-Dec 22) approved by FC	K	56
07/03/23	INVE228784	OverDue	**06/04/23**	**£269.88**	RWR (Commercial) Ltd	Cem 3x1100ltr Bins Emptied weekly	T	104
07/03/23	INVE228785	OverDue	**06/04/23**	**£174.70**	RWR (Commercial) Ltd	VN/Cclub 2x1100Ltr Bins Emptied Monthly	L	69
13/11/22	INV15997	OverDue	**16/03/23**	**£83.64**	EALC	Standing Orders Course - 10th November 2022, Cllr N A by Account Statement from EALC	X	162
09/01/23	Copy Invoice INV-3095	OverDue	**09/02/23**	**£701.85**	COPY CLIK Copiers Ltd	QTR Retal copy equipment	D	20
10/03/23	INV5219	OverDue	**17/03/23**	**£342.00**	Open 24/7 LOCKSMITHS	Cclub open locked roller shutters URGENT order	L	65
06/03/23	INV350972	OverDue	**05/04/23**	**£50.00**	The Old Forge AM Garden Machinery	Cemetery-Essential supplies 5ltr canisters	U	108
06/04/23	Payroll Report-PO734		**11/04/23**	**£11,710.68**	Chigwell Parish Council staff	Apr-23	X	5#62#88

10/03/23	INV 94660	OverDue	**10/04/23**	**£420.00**	RVTV	Annual contract from 11/06/23-10/6/24	C	26
03/03/23	INV9785564	OverDue	**02/04/23**	**£331.20**	CHUBB	Annual contract agreement for 2023/24 maintmenance fire extinguisher for Community Club	L	63
03/03/23	INV9785116	OverDue	**02/04/23**	**£203.04**	CHUBB	Annual contract agreement for 2023/24 maintmenance fire extinguisher for Victory Hall	L	63
17/04/23			**17/04/23**	**£1,013.89**	Debit Card Lloyds bank	Expenditure report		
		TOTAL paid IN April		**£28,103.90**				

Chigwell Parish Council

LISTING OF PAYMENTS PAID IN APRIL 2023 FOR APPROVAL

Appendix 3 (March-April)

Approved by:
Date:

Approved by:
Date:

Invoice /PO date	Invoice/PO No:	Status	Due Date	Amount paid	Supplier Name	Discription	Expenditure authorised by	Cost Center	Cost Code
14/03/23	INV2190108	Outstanding	**14/04/23**	**£122.93**	VIKING RAJA GROUP/Office Deport International UK Ltd	Waste bin for VH/Club		L	63
31/03/23	INV206781	Outstanding	**28/04/23**	**£622.80**	FUTURFORM Ltd	BENCH -In memoriam Her Majesty Queen Elizabeth II	CAC 45.23(28/3/23)	Assets	Register
02/03/23	Payroll Report	Outstanding	**17/04/23**	**£4,183.05**	Essex Pension Fund	Superannuation Payments March-2023	F&G (07/3/23)		
02/03/23	Payroll Report	Outstanding	**17/04/23**	**£4,673.17**	HMRC	PAYE/NIC March 2023	F&G (07/3/23)		
14/03/23	INV29496519	Outstanding	**13/04/23**	**£785.62**	ADECCO UK LTD	Temp fee; week end 10/3/23		X	120
28/03/23	INV29507087	Outstanding	**27/04/23**	**£627.28**	ADECCO UK LTD	Temp fee; week end 17/3/23		X	120
28/03/23	INV29507088	Outstanding	**27/04/23**	**£688.18**	ADECCO UK LTD	Temp fee; week end 24/3/23		X	120
24/03/23	INV SLG INV-455	Outstanding	**23/04/23**	**£3,885.60**	SLG Systems Ltd	Lights LED replacement-Vhall/Main Office		L	63
13/03/23	INV2984	Outstanding	**14/04/23**	**£180.00**	ENVIRONMENTAL DRAINAGE SERVICE LIMITED	Chigwell Cemetery - tank for COD analysis	Cemetery Manager S D	R	97
13/03/23	INV2987	Outstanding	**14/04/23**	**£192.00**	ENVIRONMENTAL DRAINAGE SERVICE LIMITED	Chigwell Cemetery - piperwork	Cemetery Manager S D	R	97
16/03/23	INV1356760775	Outstanding	**30/04/23**	**£53.98**	TRADE UK / SCREWFIX DIRECT Lt	Cemetery-essential supplies	Cemetery Manager S D	R	97

29/03/23	INV219085	Outstanding	**28/04/23**	**£297.50**	THOMPSONS OF CREWS HILL LTD	Cemetery-composted dumpy bags	Cemetery Manager S D	V	139
31/03/23	PO769 Claim Form	Outstanding	**28/04/23**	**£12.65**	OL Reimbursment 5	Postage		D	19
31/03/23	PO770 Claim Form	Outstanding	**28/04/23**	**£99.05**	LM Reimbursment 1	Warm Places project Winter 22/23			
31/03/23	PO771 Claim Form	Outstanding	**28/04/23**	**£63.16**	KK Reimbursment 2	Staff Welfare-Breakfast		X	161
31/03/21	PO733	Outstanding	**28/04/23**	**£1,185.60**	FUTURFORM Ltd	TWO BENCHES -King Coronation-WILL CONVERT TO ASSETS £938 EXCL VAT,DELIVERY £50	CAC 45.23(28/3/23)	V	112
29/03/23	INVSIN176550	Outstanding	**DIRDEBIT**	**£30.00**	MHR International UK Limited	March 2023 Pension Reporting	Under signed contract (Personnel Committee)	F	34
10/04/23	BillNo5/0	Regular Payment	**DIRDEBIT**	**£536.00**	EPPING FOREST DISTRICT Council	Non domestic rate-Cclub/Vhall monthly		L	67
10/04/23	Bill No 24/0	Regular Payment	**DIRDEBIT**	**£879.75**	EPPING FOREST DISTRICT Council	Non domestic rate- Main Office monthly		C	11
10/04/23	Bill No24/0	Regular Payment	**DIRDEBIT**	**£170.80**	EPPING FOREST DISTRICT Council	Non domestic rate- Cemetery and premises monthly		R	101
20/03/23	BILL M066 4M	Outstanding	**DIRDEBIT**	**£221.76**	BT	Phone/Broadband	Under signed Contract	D	21
06/04/23	INV1376272	16/04/2023	**DIRDEBIT**	**£64.73**	CROWN GAS &POWER	Main Office Gas/Heating monthly	Under signed Contract ended 12 06 23	C	12
20/03/23	INV460732885	03/04/2023	**DIRDEBIT**	**£714.07**	BGAS	VH/Cclub Gas-1135 Units-Feb 23,monthly	Under signed fixed price Contract	L	173

06/04/23	INV872001197	24/04/2023	**DIRDEBIT**	**£516.92**	BGAS	VH/Cclub Gas-778 Units March 23,monthly	Under signed fixed price Contract	L	173
20/03/23	INV460732886	03/03/2023	**DIRDEBIT**	**£21.28**	BGAS	VH/Club Electricity -9621- March 23, 3kWh	Variable price	L	68
25/04/23		25/04/2023	**BACS**	**£1,804.97**	ZURICH	Motor Equipment-Insurance			
12/04/23		12/04/2023	**BACS**	**£6,233.43**	ZURICH	Full Council Insurance			
		TOTAL PAID IN APRIL		**£28,866.28**					